

# Retention and Classification Report

**Agency:** Tooele County (Utah). County Commission. Bureau of Personnel  
(1801)  
47 South Main Street, Third Floor  
Tooele, UT 84074

**Records Officer** Marilyn Gillette

05606 Personnel files

**AGENCY:** Tooele County (Utah). County Commission. Bureau of Personnel

**SERIES:** 5606

3

**TITLE:** Personnel files

**DATES:** i [ca. 1960]-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee's name.

**DESCRIPTION:**

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

**AUTHORIZED:** 12/01/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination and then transfer to State Records Center. Retain in State Records Center for 64 years or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

**AGENCY:** Tooele County (Utah). County Commission. Bureau of Personnel

**SERIES:** 5606

**TITLE:** Personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)